

Message Text

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INFO OCT-01 ISO-00 SSO-00 /011 R

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DRAFTED BY: S/S-S:PEBARBIAN

APPROVED BY: S/S:WHLUERS

A - MR. GOMPERT

S/S-S - MR. WOODS

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FM SECSTATE WASHDC

TO AMEMBASSY BONN IMMEDIATE

AMEMBASSY LONDON IMMEDIATE

USMISSION GENEVA IMMEDIATE

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STADIS//////////

EXDIS

FOLLOWING REPEAT STATE 023895 SENT BRUSSELS TEL AVIV CAIRO
AMMAN JERUSALEM DATED FEB 1.

QUOTE

EXDIS

E.O. 11652:N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT:SECRETARIAL (S/S) REQUIREMENTS

EXDIS/STADIS CAPTION MAY BE DROPPED UPON PUBLIC
ANNOUNCEMENT OF THE SECRETARY'S VISIT.

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL
SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS
THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC
(REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL).

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OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARA-

TION OF BRIEFING MATERIALS FOR THE SECRETARY AND
COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO
PAUL BARBIAN AND SECRETARY JANET BUECHEL WILL ARRIVE
ABOARD THE SECRETARY'S AIRCRAFT. AN S/S ADVANCE TEAM
WILL PRECEDE THE SECRETARY'S ARRIVAL. NAMES AND
ARRIVAL TIME WILL BE CABLED LATER.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO
INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S
VISIT ARE BEING MET. STARTING WITH THE ADVANCE
TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY
AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON
OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A

FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO
THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF
THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING
THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE
TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT
SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS
SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS
THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL,
THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:

1. TIME AND LOCATION OF PROPOSED MEETINGS AND
OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON
BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE
FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POSTS
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SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE
CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE
SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM
ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MIN-

ISTER AND FOREIGN MINISTER.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES

ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE.

FOR AMMAN: IF PROVIDING ENGLISH LANGUAGE TICKER SERVICE IN AQABA INVOLVES EXCESSIVE COMPLICATIONS, REQUIREMENT WILL BE WAIVED.

FOR BRUSSELS: MAJOR PORTION OF SECRETARY'S SCHEDULE IN BRUSSELS WILL BE DEVELOPED IN WASHINGTON. HOWEVER, PLEASE PROVIDE ANY SCHEDULE INFORMATION CONCERNING THE GOB WHICH MAY BE DEVELOPED IN BRUSSELS.
KISSINGER UNQUOTE KISSINGER

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